

MEMORANDUM OF UNDERSTANDING
BETWEEN
MILWAUKEE COUNTY DEPARTMENT OF PARKS, RECREATION AND CULTURE,
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION AND
PROS CONSULTING

This Memorandum of Understanding (the "MOU") is made and entered into effective November 5, 2015 (the "Effective Date"), by and between the MILWAUKEE COUNTY DEPARTMENT OF PARKS, RECREATION AND CULTURE (DPRC), SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION ("SEWRPC"), and PROS CONSULTING, INC. ("PROS Consulting"). Referenced together, the County, SEWRPC, and PROS Consulting are the "Parties" to this MOU.

WITNESSETH:

WHEREAS, the 1991 Park and Open Space Plan for Milwaukee County is a guide to the acquisition and development of needed outdoor park and open space sites and facilities in Milwaukee County including the preservation of environmental corridors, resource-oriented outdoor recreation facilities, conservation lands, and recommendations enabling the recreational use of rivers, inland lakes, and Lake Michigan, and an urban outdoor recreation plan providing recommendations for the number and distribution of local parks and outdoor recreational facilities required throughout Milwaukee County; and

WHEREAS, in November 1991, SEWRPC prepared the Park and Open Space Plan for Milwaukee County; and

WHEREAS, File No. 15-97 authorizes DPRC to execute a MOU with SEWRPC to assist DPRC in completing its Parks and Open Space Plan and conducting a Milwaukee County Parks and Recreation Needs Assessment (also known as the Parks System Master Plan) (Attachment A); and

WHEREAS, the ten year Parks System Master Plan provides recommendations for the provision of facilities, programs and services; maintenance and operations; and administration and management of the Milwaukee County Parks, Recreation & Culture Department; and

WHEREAS, to meet the proposed project schedule of completion by December, 2016, SEWRPC has agreed to engage PROS Consulting to utilize PROS Consulting's resources to complete the Milwaukee County Parks System Master Plan; and

WHEREAS, recognizing that the development of a MOU between the Parties is advantageous to all parties, the Parties do herewith, in consideration of mutual promises and other good and valuable consideration, agree as follows:

1. SCOPE OF SERVICES:

(a) SEWRPC will be responsible for all of the tasks set forth in the 2050 Park and Open Space Plan, attached hereto as Attachment B.

(b) PROS Consulting will be responsible for all of the tasks set forth in the ten year Parks System Master Plan, attached hereto as Attachment C.

(c) Services to be performed and activities related to these services may be changed, enhanced, or deleted from time to time throughout the term of this MOU upon mutual written agreement between the Parties.

(d) Both SEWRPC and PROS Consulting will take and distribute meeting minutes at all project meetings to Milwaukee County Parks Department staff.

2. STAFFING:

(a) SEWRPC and PROS Consulting shall provide, at their own expense, all personnel required in performing the services under this MOU. Such personnel shall not be employees of, or have any other contractual relationships with the County.

(b) All work performed by SEWRPC and PROS Consulting will be reviewed and approved by the County. SEWRPC will not be responsible for the quality, review and approval of the work of PROS Consulting and PROS Consulting will not be responsible for the quality, review and approval of the work of SEWRPC. However, SEWRPC and PROS Consulting will work together and share information in the completion of their separate tasks set forth under this MOU. In particular, the following work to be completed under the Parks System Master Plan will be directly incorporated in the 2050 Park Plan: public engagement including survey, benchmark analysis, existing facilities inventory and analysis, park system standards, level of service analysis, capital and deferred maintenance analysis, and financial analysis.

3. TERM:

The term of this MOU shall commence on the Effective Date and terminate on December 31, 2016. The Parks Director or designee will negotiate hours and dates of services to be provided throughout the term of the MOU.

4. COMPENSATION:

(a) The Parties shall be compensated for work performed on a monthly basis. Compensation shall include any and all out-of-pocket expenses incurred by the Contractors or their employees.

(b) County shall compensate SEWRPC and PROS Consulting for their services hereunder in an amount not to exceed Two Hundred Thousand Dollars (\$200,000). SEWRPC will engage PROS Consulting to complete the Parks System Master Plan as referenced above.

(c) The compensation set forth in this Section 4 shall be the sole amount payable to SEWRPC and PROS Consulting by County during the term. PROS Consulting shall submit invoices on a monthly basis to SEWRPC for services rendered for the previous month and SEWRPC will in turn invoice the County. In recognition of the substantial work to be completed for the Parks

System Master Plan and directly incorporated in the 2050 Park and Open Space Plan, SEWRPC will not charge the County for its work in completing the 2050 Park and Open Space Plan.

- (d) As a matter of practice, the County attempts to pay all invoices in 30 days. If there is any contested billing, County shall pay the uncontested amount within 30 days. At the initiation of the project PROS Consulting will identify an estimated cost for each of the six work tasks of the Park System Master Plan. PROS Consulting shall provide SEWRPC with monthly billings, which shall include, but not be limited to, the following:
1. Description of work completed for each task
 2. Estimate of percentage of project completion for each task and punch-list of tasks completed and tasks remaining
 3. Requested payment based upon estimated percentage completion of each work task
- Upon approval and issuance of payment by Milwaukee County and receipt of payment by SEWRPC from Milwaukee County, SEWRPC will issue payment to PROS Consulting within seven (7) days.
- (e) PROS Consulting and SEWRPC shall provide the County with monthly reports describing the progress of the work being performed. Additionally, the Parties shall continually address and communicate their observations plus any specific issues requested by the County.

5. OWNERSHIP OF DATA:

(a) Upon completion of the work or upon termination of the MOU, it is understood that all completed or partially completed data, drawings, records, computation, survey information, and all other material that SEWRPC and PROS Consulting has collected or prepared in carrying out this MOU shall be provided to and become the exclusive property of the County. Therefore, any reports, information and data, given to, prepared or assembled by SEWRPC under this MOU shall not be made available to any individual or organization by SEWRPC without the prior written approval of County.

(b) No reports or documents produced in whole or in part under this MOU shall be the subject of an application for copyright by or on behalf of SEWRPC and PROS Consulting.

6. BUSINESS PERMITS, CERTIFICATES, LICENSES:

SEWRPC and PROS Consulting acknowledges that it has complied with all federal, state, and local laws requiring business permits, certificates, and licenses required to carry out the services to be performed under this MOU.

7. REPRESENTATIONS:

SEWRPC and PROS Consulting represents that they will perform their services under this MOU in conformance with the care and skill ordinarily exercised by reputable members of the professional community practicing under similar conditions at the same time and in the same or similar locality.

8. AUDIT AND INSPECTION OF RECORDS:

Pursuant to Milwaukee County ordinance section 56.30(6)(e), SEWRPC shall allow Milwaukee County, the Milwaukee County Department of Audit, or any other party Milwaukee County may

name, when and as they demand, to audit, examine and make copies of records in any form and format, meaning any medium on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by SEWRPC and PROS Consulting, including not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer files, computer printouts and optical disks, and excerpts or transcripts from any such records or other information directly relating to matters under this MOU, all at no cost to Milwaukee County. Any subcontracting by SEWRPC and PROS Consulting in performing the duties described under this MOU shall subject the subcontractor and/or associates to the same audit terms and conditions as SEWRPC and PROS Consulting. SEWRPC and PROS Consulting (or any subcontractor) shall maintain and make available to Milwaukee County the aforementioned audit information for no less than three (3) years after the conclusion of each MOU term.

9. INDEMNIFICATION:

SEWRPC and PROS Consulting agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the County, and its agents, officers and employees, from and against all loss or expense including costs and attorney's fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omissions of SEWRPC and PROS Consulting, its agents or employees which may arise out of or are connected with the activities covered by this MOU. SEWRPC and PROS Consulting shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.

10. INSURANCE:

SEWRPC and PROS Consulting agree to evidence and maintain proof of financial responsibility to cover costs as may arise from claims of tort, statutes and benefits under Workers' Compensation law and/or vicarious liability arising from employees. Such evidence shall include insurance coverage for Workers' Compensation claims as required by the State of Wisconsin, including Employer's Liability and insurance covering General and Automobile Liability coverage in the following minimum amounts:

<u>Type of Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability	
Bodily Injury and Property Damage	\$1,000,000 Per Occurrence
(incl. Personal Injury, Fire Legal, Contractual & Products/Completed Operations)	\$1,000,000 General Aggregate
Automobile Liability	
Bodily Injury & Property Damage	\$1,000,000 Per Accident
All Autos-Owned, non-owned and/or hired Uninsured Motorists	Per Wisconsin Requirements

Wisconsin Workers' Compensation or Proof of All States Coverage	Statutory
Employers' Liability	\$100,000/\$500,000/\$100,000

Milwaukee County, as its interests may appear, shall be named as an additional insured for General and Automobile Liability, and be afforded a thirty (30) day written notice of cancellation or non-renewal. A waiver of subrogation for Workers Compensation by endorsement in favor of Milwaukee County shall be provided. Disclosure must be made of any non-standard or restrictive additional insured endorsement, and any use of non-standard or restrictive additional insured endorsement will not be acceptable. A certificate indicating the above coverages shall be submitted for review and approval by the County for the duration of this MOU.

Coverages shall be placed with an insurance company approved by the State of Wisconsin and rated "A" per Best's Key Rating Guide. Additional information as to policy form, retroactive date, discovery provisions and applicable retentions shall be submitted to County, if requested, to obtain approval of insurance requirements. Any deviations, including use of purchasing groups, risk retention groups, etc., or requests for waiver from the above requirements shall be submitted in writing to the County for approval prior to the commencement of activities under this MOU.

The insurance requirements contained within this MOU are subject to periodic review and adjustment by the County Risk Manager.

- 11. **INDEPENDENT CONTRACTOR:**
Nothing contained in this MOU shall constitute or be construed to create a partnership or joint venture between the County and SEWRPC or PROS Consulting. In entering into this MOU, and in acting in compliance herewith, SEWRPC and PROS Consulting is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.
- 12. **TERMINATION:**
This MOU may be terminated by any party, for cause, upon thirty days' written notice to the other, provided that, prior to termination for cause, such party shall have been afforded thirty (30) days' prior written notice in which to cure the alleged breach.
- 13. **NONDISCRIMINATORY PROVISIONS:**
SEWRPC and PROS Consulting agree that the provisions of Sections 56.17 and 42.05 of the Milwaukee County General Ordinances are incorporated herein by reference. There is a seventeen percent (17%) DBE utilization goal for this MOU.
- 14. **SUBCONTRACTS:**
Assignment of any portion of the work by subcontract must have the prior written approval of the Parks Director.

15. ASSIGNMENT LIMITATION:

This MOU shall be binding upon and inure to the benefit of the Parties and their successors and assigns; provided, however, no party shall assign its obligation hereunder without the prior written consent of the others.

16. PROHIBITED PRACTICES:

(a) SEWRPC and PROS Consulting, during the period of this MOU, shall not hire, retain or utilize for compensation any member, officer, or employee of County or any person who, to the knowledge of SEWRPC, has a conflict of interest.

(b) SEWRPC and PROS Consulting hereby attest that they is familiar with Milwaukee County's Code of Ethics which states, in part, "No person may offer to give to any County officer or employee or his immediate family, and no County officer or employee or his immediate family, may solicit or receive anything of value pursuant to an understanding that such officer's or employee's vote, official actions or judgment would be influenced thereby."

17. NOTICES:

All notices with respect to this MOU shall be in writing. Except as otherwise expressly provided in this MOU, a notice shall be deemed duly given and received upon delivery, if delivered by hand, or three days after posting via US Mail, to the party addressed as follows:

To SEWRPC:

SEWRPC
Attn: Kenneth R. Yunker, Executive Director
PO Box 1607
W239 N1812 Rockwood Dr.
Waukesha, WI 53188-1607

To County:

Milwaukee County Dept. of Parks
Attn: John Dargle, Director
9480 Watertown Plank Rd
Wauwatosa, WI 53226

To PROS Consulting:

PROS Consulting, Inc.
Attn: Leon Younger, President
201 S. Capital Avenue, Suite 505
Indianapolis, IN 46225

Any Party may designate a new address for purposes of this MOU by written notice to the other Parties.

18. MISCELLANEOUS:

This MOU shall be interpreted and enforced under the laws and jurisdiction of the State of Wisconsin. This MOU constitutes the entire understanding between the Parties and is not subject to amendment unless agreed upon in writing by all Parties hereto. SEWRPC and PROS Consulting acknowledge and agree that they will perform their obligations hereunder in compliance with all applicable state, local or federal law, rules and regulations and orders.

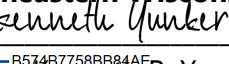
(Signature Page to Follow)

IN WITNESS WHEREOF, the Parties hereto have set their hands as follows:

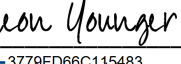
Milwaukee County Dept of Parks, Recreation & Culture

DocuSigned by:
by  Date 11/16/2015
B44B10114E3F
John Dangle, Jr., Director

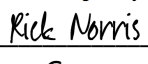
Southeastern Wisconsin Regional Planning Commission

DocuSigned by:
by  Date 11/23/2015
B574B7758BB84AE
Kenneth R. Yunker, Executive Director

PROS Consulting, Inc.

DocuSigned by:
by  Date 11/23/2015
3779FD66C115483
Leon Younger, President

Approved with regards to County Ordinance Chapter 42:

DocuSigned by:
By:  Date: 11/5/2015
AD70C8454923E4601
Community Business Development Partners

Approved for execution:

Reviewed by:

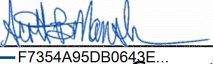
DocuSigned by:
By:  Date: 11/10/2015
2B8B7671B2AF4F5
Corporation Counsel

DocuSigned by:
By:  Date: 11/6/2015
E454E4CA2D214B2
Risk Management

Approved by:

Approved per Sec. 59.255(2)(e), Stats.:

DocuSigned by:
By:  Date: 11/16/2015
2E580B33A2CC44E3
County Executive Chris Abele

DocuSigned by:
By:  Date: 11/12/2015
F7354A95DB0643E...
Comptroller Scott B. Manske

Approved as compliant under Sec. 59.42(2)(b)5, Stats.:

DocuSigned by:
By:  Date: 11/27/2015
2B8B7A71B2AF4F5
Corporation Counsel

File No. 15-97
(Journal,)

(ITEM NO.15-97) From the Director, Department of Parks, Recreation and Culture (DPRC) requesting authorization to enter into a Memorandum of Understanding with the Southeast Wisconsin Regional Planning Commission (SEWRPC) to assist the Parks Department in completing its Park and Open Space Plan and a Milwaukee County Parks and Recreation Needs Assessment.

A RESOLUTION

WHEREAS, DPRC's Park and Open Space Plan (Park Plan) consists of recommendations for the preservation of primary environmental corridors within the County, resource-oriented outdoor recreation recommendations enabling the recreational use of rivers, inland lakes, and Lake Michigan, and an urban outdoor recreation plan providing recommendations for the number and distribution of local parks and outdoor recreational facilities required throughout the County; and

WHEREAS, in 1988, SEWRPC assisted DPRC in the preparation of the Park Plan; and

WHEREAS, DPRC is negotiating with SEWRPC to enter into a MOU to assist DPRC in updating the Park Plan by incorporating new land use, natural resource inventory, demographic, planning, and other data, revised development objectives and recommendations, and additional updates to the Park Plan; and

WHEREAS, DPRC further is negotiating with SEWRPC to conduct a comprehensive needs assessment for the Parks System, in which SEWRPC would provide DPRC with a recommended ten-year capital improvements plan through a needs analysis, public needs survey, and public and stakeholder involvement; and

WHEREAS, in consideration of SEWRPC's work on the Park Plan and the needs assessment for the Parks System, DPRC shall compensate SEWRPC in an amount not to exceed Two Hundred Thousand Dollars (\$200,000) and DPRC will use remaining 2014 funds allocated for professional services for such compensation; now, therefore

BE IT RESOLVED, that the Milwaukee County Board of Supervisors hereby authorizes the Parks Director, the Department of Administrative Services, Corporation Counsel, Office of the Comptroller and Risk Management to prepare, review, approve, and execute a Memorandum of Understanding with the Southeast Wisconsin Regional Planning Commission to assist the Parks Department in completing its Park and Open Space Plan and conducting a Milwaukee County Parks and Recreation Needs Assessment.

Attachment B

MILWAUKEE COUNTY YEAR 2050 PARK AND OPEN SPACE PLAN Scope of Work

The Southeastern Wisconsin Regional Planning Commission (SEWRPC) prepared a draft 2035 Milwaukee County Park and Open Space Plan in 2007 for review and consideration by the Milwaukee County Parks, Recreation & Culture (DPRC) staff as an update to the 1991 Park and Open Space Plan for Milwaukee County, but was not adopted by the Milwaukee County Board of Supervisors. The 2050 Plan proposed in this scope would update and extend the design year to the year 2050 of the original draft 2035 plan and in the same content as the 1991 Park and Open Space Plan for Milwaukee County, and be coordinated with, and incorporate the findings of the Milwaukee County Parks Department Comprehensive Parks System Master Plan (Park System Master Plan). The 2050 plan represents an update to a previous Milwaukee County Park and Open Space Plan completed in 1991. The 2050 plan is intended to provide a long-range vision of parks, park facilities, and open space for Milwaukee County.

2050 PLAN WORK ELEMENTS

The plan will include the following work elements:

1. Description and Inventory of Milwaukee County Population, Economy, and Natural Resources. This work element will consider projected population growth and land use change in Milwaukee County thru 2050 and describe existing and historic population and employment levels and characteristics in Milwaukee County along with existing land uses and natural resources.
2. Inventory of Milwaukee County Park System Park and Open Space Sites, and Other Publicly and Privately Owned Park and Open Space Sites in Milwaukee County. This work element will provide a listing and mapping of all park and open space sites in Milwaukee County.
3. Framework for Plan Development. This work element will incorporate the park and open space plans of the 19 Milwaukee County municipalities in the consideration of any potential Milwaukee County parks system future expansion, list and summarize the recommendations of recent Milwaukee County plans and State and Regional plans addressing parks and open space within Milwaukee County, and identify the roles in which the state and local agencies of government, as well as Milwaukee County, should play in meeting park and related open space needs within Milwaukee County in a fully coordinated, cooperative manner. This will include the findings of the Park System Master Plan with respect to parks, park facilities, open space, natural resources, capital maintenance, and deferred maintenance. Also the Park System Master Plan findings with

respect to peer park system review, park and recreation national trends, community needs survey, and financial analysis will be reviewed. Also included will be a summary of the findings of the public involvement and outreach jointly conducted as part of the Park System Master Plan and 2050 plan. Lastly, the comprehensive plans of each municipality within Milwaukee County will be reviewed with respect to park and recreation recommendations.

4. Park and Open Space System Applied Framework and Needs. This work element will include a summary of park and open space site and facility framework and the conduct of a level of service (LOS) analysis for the 30 key types of park and recreation facilities identified in the Park System Master Plan. The accessibility to each type of facility and the composite of all 30 facilities will be compared to anticipated year 2050 population within Milwaukee County. Those specific areas within the County will be identified which may lack the benchmark levels of park and recreation facilities and may warrant consideration of development based on anticipated year 2050 population density. Also, the park and open space facility standards developed under the Park System Master Plan will be applied to anticipated year 2050 Milwaukee County population identifying those acreage and facility standards which are met, and those which would not be met in the year 2050. Lastly, the park and open space needs derived from the framework for plan development will be identified, particularly including the recommendations and findings from the Park System Master Plan.

5. A Recommended Plan for the Year 2050. The development of the recommended plan will be the final work element of this effort. Adoption and implementation of the Milwaukee County 2050 Park and Open Space Plan will result in the completion of an integrated park and related open space system within Milwaukee County. The 35 year time frame of the plan will incorporate the recommendations of the Park System Master Plan for the first 5 years (2016-2021) of the 35 year time frame of the 2050 plan. For the remaining 30 years of the plan (2021-205), the recommendations will be drawn from SEWRPC's identified Park and Open Space System Framework for Plan Development. The 2050 report will also contain a set of park and open space preservation, acquisition, and development objectives and supporting standards relevant to the needs and values of the citizens of Milwaukee County. Costs will be estimated to implement the 2050 plan and compared to existing Park System budgets. Funding strategies explored and proposed in the Park System Master Plan will be incorporated in the 2050 plan.

The 2050 plan will be closely coordinated with the Park System Master Plan, and will specifically incorporate, and be based upon, the following work elements to be completed by PROS Consulting under the Park System Master Plan:

- Benchmark analysis comparing the Milwaukee County Park System to five peer park systems.
- Public involvement and outreach including key leadership/focus group interviews, public forums/workshops, and community survey (The public involvement and outreach for the Park System Master Plan should address both the Park System Master Plan and the 2050 plan.)
- Identification of national health/wellness, diversity, sports, recreation, and outdoor trends.

- Parks and facilities inventory of existing conditions including assessment of age, condition, lifecycle, and necessary capital and deferred maintenance
- Assessment of actions and costs attendant to maintenance of County Park System natural resources.
- Development of park and facility standards for park sites, trails, and open space amenities.
- Identification of 30 key park and recreation facilities and desired accessibility standards
- Service area mapping for each major park and facility/amenity type.
- Financial analysis including deferred maintenance needs capital maintenance needs, historic revenue trends, and review of alternative funding and revenue strategies
- 5 year capital improvement plan (2016-2021)

2050 PLAN REPORT

The 2050 Plan will be documented in a seven Chapter report which will refine and update the draft 2035 Park and Open Space Plan and similar content, tables, figures, and include maps as the 1991 Park and Open Space Plan for Milwaukee County.

- Chapter I, “Introduction”
- Chapter II, “Description and Inventory of Milwaukee County
- Chapter III, “Existing Park and Open Space Sites”
- Chapter IV, “Framework for Plan Development”
- Chapter V, “Park and Open Space Needs”
- Chapter VI, “Recommended Plan”
- Chapter VII, “Summary”

This report will be prepared in draft form for DPRC review and approval as each work element and Chapter documenting that work element is completed.

A newsletter executive summary of the plan and a Power Point summary of the plan will also be prepared. The final Milwaukee County 2050 Park and Open Space Plan will be prepared and 50 bound copies of the report and executive summary will be provided, along with electronic copies.

MEETINGS

Commission staff will meet with DPRC staff upon the initiation, as needed during, and upon the completion of each work element including meetings for the review of draft chapters documenting each work element. Commission staff will also participate as directed by DPRC staff in meetings attendant to the Milwaukee County

Park System Master Plan to ensure coordination of the two efforts. As directed by DPRC staff, Commission staff will be available for meetings with the County Executive and County Board of Supervisors and their staffs. Also, as directed by DPRC staff, Commission staff will attend and participate in all public engagement meetings to be jointly conducted for the Park System Master Plan and 2050 plan including key leadership/focus group interviews, and public forums and workshops.

ATTACHMENT C

Milwaukee County Parks Department Comprehensive Parks System Master Plan Scope of Work

Project Understanding

The Milwaukee County Department of Parks, Recreation, and Culture (DPRC) is preparing a Milwaukee County Park System Master Plan, and an update and extension to the year 2050 of the Milwaukee County long-range Park and Open Space Plan. The scope of work outlines the work effort and deliverables necessary to prepare for the Milwaukee County Park System Master Plan in accordance with the Commission of Accredited Park and Recreation Agencies (CAPRA) standards. The Park System Master Plan will have a 10-year timeframe.

The foundation of the Consulting Team's approach is a creative and comprehensive public participation process. It is very important to not only engage those who typically participate in the planning process but also those who do not. We will identify opportunities that engage people through a variety of community input processes. The information derived by the public's participation in key leadership meetings, focus group meetings, public forums, and citizen-household surveys is important. However, it is equally important that the information received is applied to the overall planning process to articulate accurately the true unmet needs, address key issues and provide the greatest recommendations, and strategies to move the Milwaukee County Department of Parks, Recreation, and Culture (DPRC) parks, trails, open space and recreation services forward for optimum results.

PROS Consulting is serving as the prime consultant responsible for directing all activities of work and leading the overall performance of the project. The PROS Team includes the following sub consultant firms: ETC Institute for the household survey and P3 Development Group who will be responsible for stakeholder, focus groups and public forums as part of the work to be completed.

Project Scope of Work

Task 1 - Project Management, Progress Reporting & Data Review

The kick-off meeting should be attended by key staff members, appropriate DPRC staff members, and PROS Team members to confirm the work plan, project goals, objectives, and expectations that will help guide actions and decisions of the PROS Team. Detailed steps of this task include:

- A. Kick-off Meeting** – A kick-off meeting should be attended by the key DPRC staff and Consulting Team members to confirm project goals, objectives, and expectations that will help guide actions and decisions of the Consulting Team. Detailed steps of this task include:
 - Confirmation – The project goals, objectives, scope, and schedule will be confirmed.
 - Outcome Expectations – Discuss expectations of completed project components
 - Communications – Confirmation on lines of communication, points of contact, level of involvement by DPRC leaders, and staff, as well as other related project management details. Protocols and procedures for scheduling meetings should also be agreed to at this time.
 - Final Work Plan – The Final Work Plan will be prepared and presented with a detailed schedule to complete the project.
 - Staff will provide a updated Status Report on what the Department has accomplished over the last five years as an introduction into the Master Plan
- B. Data Collection/ Cataloging** – The PROS Team will collect, log and create electronic copies as appropriate (MS Word/Excel and Adobe Acrobat) of key data and information to facilitate

dissemination and assimilation of information. PROS Consulting will provide their work in narrative format. SEWRPC will incorporate PROS Consulting data into geospatial data for GIS maps.

- C. Progress Status Reports** – The PROS Team will have a monthly progress meeting and a monthly written progress status reports to the DPRC. More importantly, we will be in close and constant contact with your designated project coordinator throughout the performance of the project. PROS will take meeting minutes from update progress meetings and send those out to the staff and project team leaders working on the plan.

Task 2 - Community Profile

- A. Demographic & Trends Analysis** – The Consulting Team will utilize the SEWRPC long term population projections and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends; for comparison purposes data will also obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by the park and recreation system and distinguish customer groups.
- To determine changes occurring in the County and the region, and assist in making proactive decisions to accommodate those shifts.
- Provide the basis for Equity Mapping and Service Area Analysis

DPRC's demographic analysis will be based on US 2000 base line Census information, 2016 updated projections, and 5 (2021) and 10 (2026) year projections. The following demographic characteristics will be included:

- Population density
- Age Distribution
- Households
- Gender
- Ethnicity
- Household Income

From the demographic base data, health / wellness, diversity, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Consulting Team utilizes the Sports & Fitness Industry Association's (SFIA) 2015 Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends and National Recreation and Park Association (NRPA) information.

- B. Benchmark Analysis** – A benchmark analysis will compare the DPRC to five (5) other relevant peer agencies. The Consultant Team will work with the DPRC to identify the 15 key metrics to be surveyed and analyzed, as well as the benchmarked communities. Suggested agencies include , Five Rivers Park District in Ohio, Oakland County Parks in Michigan, Chicago Park District, Lake County Forest Preserve in Illinois, and Cleveland Metroparks in Ohio; however, other accredited gold medal and accredited agencies can be benchmarked if desired by the County.

Task 3 - Operational and Financial Assessment

- A. Operational and Staffing Plan** – The Consulting Team will perform an analysis of the current practices of the DPRC to evaluate its operational situation. This analysis will identify future organization and staffing

needs, improved operational efficiencies, policy development, process improvements, system and technology improvements, and marketing/communication opportunities. This task will include recommendations in a comprehensive manner. This will include data collection, analysis and on-site observations of key organizational functional components in the following areas:

- Inventory of services, programs and operations
- Maintenance and Operating Standards
- Organizational Structure and Staffing
- Customer service
- Staffing levels
- Field equipment/resources
- Existing policy and procedures management
- Performance measures and indicators
- Information systems and technology
- Fiscal management and budgeting
- Marketing and communications
- Identify and expand partnerships/volunteer support for facilities and services
- Review and suggest new rules and regulations related to parks

B. Functional Organizational Structure Review – The Consulting Team will evaluate governance and functions in the overall structure with recommendations on how to operate in the most effective functional and efficient manner. The Consulting Team will conduct a work session with key management staff on what they consider to be core essential services, important services, and value-added services based on observations, individual interviews, focus group interviews and operating practices. The focus will be on whom the services are provided to, for what purpose, for what benefit, and for what cost. The organizational structure will be compared to other best practice agencies as it applies to local government on a regional basis.

C. Financial Analysis – The Consulting Team will perform analysis to document the financial situation of the DPRC. The financial analysis will look at the budget, pricing policy, user fees, current and other revenue generating opportunities, grant opportunities, and the revenue forecast over the last 10 years if available. This analysis will identify the financial situation of the DPRC with these primary goals:

- Current and trending sources of revenue
- The impact of deferred maintenance and capital requirements
- Understand the financial dynamics to further advance the understanding of operations gained through the work described above including a five and ten year projection of costs versus revenue
- Review funding and accounting practices with an objective of accurate financial fund tracking and the ability of the DPRC to have more useful financial information for strategic decision-making
- Seek opportunities to improve the financial sustainability of the DPRC including evaluating expenditures and increasing current and new sources of revenue
- A high level cost analysis based on data provided by the County for cost per square foot, cost per natural area, cost per acre, and cost per mile of trail based on PROS national costing data

This review will include comparison of current policies with national standards of best practice agencies. The Consulting Team will recommend policies and adjustments to current policies where enhancements may be needed or gaps are identified. PROS will also evaluate operational changes that will aid the Department to operate more efficiently.

D. Funding and Revenue Strategies – Funding strategies will be developed based in part to PROS review and analysis of the parks and facilities as well as the national experience brought by the Consulting Team.

The Consulting Team has identified over 160 funding options that can be applied to the Master Plan based on the community values. The funding strategies to be evaluated for recommendations and how to use these sources include at a minimum:

- Fees and charges options and recommendations
- Endowments/Non-profits opportunities for supporting operational and capital costs
- Sponsorships to support programs, events, and facilities
- Partnerships with public/public partners, public/not-for-profit partners and public/private partnerships
- Dedicated funding sources to support land acquisition and capital improvements
- Development agreements to support park acquisition, open space and park and facility development
- Earned Income options to support operational costs
- Land or facility leases to support operational and capital costs
- Identify grant opportunities and resources to construct parks and facilities identified in the Master Plan including suggested timelines

Task 4 - Community / Stakeholder Input

The foundation of this project will be based on community and stakeholder input. The DPRC will utilize contacts and relationships to identify stakeholders, partners and leaders to gather input and disseminate information to help gain consensus on key strategies. This process has to be broad, gathering both qualitative and quantitative information from which strategies will be developed. Specific tasks include:

A. Key Leadership/Focus Group Interviews – The Consulting Team will perform focus groups and key leadership interviews in the community to evaluate their vision for the DPRC in the community. Eight (8) focus group meetings and key leadership interviews with the County Executive, the County Board of Supervisors and other key leaders (up to 15) will be held over a two-day period. During these interviews/focus groups, the Consulting Team will gain an understanding of the community values, as well as determine the priority for recreation facilities and programming, parks, trails and open space development needs of the DPRC. The following list of potential interviewees will be used to select the final list in conjunction with the DPRC:

- Various Advisory/Committee Board Members
- Select County Staff Members and Department-heads
- Sports/Special Interest Groups
- Key Partners, Regulatory Agencies and other local providers
- Concessionaires
- Education (Public School Districts, Private Schools, etc.)
- Youth (junior and senior high)
- Seniors
- Volunteer and Friends Groups
- Special Event Providers
- Other Service Providers
- Environmental Groups
- Special/Interest Advisory Councils
- Staff focus groups
- Elected Officials
- Key Business Leaders
- Conservation Groups
- County Board of Supervisors
- Users and non-users of the parks and recreation system

- Outdoor recreation users
- Special event providers

B. Public Forums/Workshops – Public forums will serve to present information and gather feedback from citizens at large. It is important to have initial meetings early in the process and follow-up meetings during the final plan development process. It will be important to get maximum media exposure to inform citizens of the purpose and importance of the meetings and clearly note time and locations. We propose to conduct a total of three (3) public forums: two (2) initial public forums to introduce the project and project goals, gain input for the community's vision and core values for the DPRC, and one (1) as a final briefing and input opportunity on the draft plan. The purpose for these meetings will be to ensure opportunities for the general public to discuss their priorities and perceptions surrounding the parks and recreation system. The forums will also afford the opportunity to subtly educate the public on the opportunities, benefits, and constraints of the DPRC system.

C. Statistically-Valid Needs Analysis Survey – The Consulting Team will perform a random, scientifically valid community-wide household to quantify knowledge, need, unmet need, priorities and support for system improvements including facility, programming, parks, trails and open space development needs of the DPRC.

The Consulting Team will administer a statistically valid random sampling Needs Assessment Survey of household surveys in Milwaukee County. The survey will be administered by phone or by a combination of a mail/phone survey. Prior to the survey being administered, it will be reviewed by staff, the County Executive and the Board of Supervisors. The survey will be administered by phone or by a combination of a mail/phone survey and will have a minimum sample size of 600 completed surveys at a 95% level of confidence and a confidence interval of +/- 4%.

D. Community Values Model Development – After completion of the initial community and stakeholder input and survey results, the PROS Team will synthesize and organize the community values and principles into the Community Values Model. This will entail all key team members that participated in the community/stakeholder input sessions to work together to assimilate the collected information. The Community Values Model will be presented to the DPRC in detail through a workshop format to confirm and gain consensus. The completed Community Values Model will provide the basis for development of the Master Plan.

The PROS Consulting Team proposes to utilize its Community Values Model as the foundation of the Plan. The Community Values Model is an innovative process to utilize comprehensive public input and insight in a meaningful way. Input, guidance and values from key community leaders, stakeholders, and the general public are used to create overall guiding principles and values of the community related to the delivery of parks and recreation services. The Community Values Model is then used as the basis for developing or reaffirming the vision, mission and strategic objectives for the Master Plan. The strategic objectives address six unique areas of strategic planning including:

Community / Mandates Priorities	Standards	Levels of Services	Financial / Revenue	Partnerships	Governance / Organization
<ul style="list-style-type: none"> • Health & Wellness • Principles of Community • Mandatory Elements for Facilities, Programs & Services 	<ul style="list-style-type: none"> • Land and Open Space • Facilities • Programs • Maintenance 	<ul style="list-style-type: none"> • Levels of Service Delivery • Core Services • Role in Delivery vs. Other Service Providers 	<ul style="list-style-type: none"> • Funding Mechanisms to Support Operations & Capital 	<ul style="list-style-type: none"> • Public/Public • Public/Not-for-Profit • Public/Private 	<ul style="list-style-type: none"> • Design/Align Organization to Support Vision and Values to Community

Task 5 - Parks, Facilities, Open Space and Program Analysis

A. Parks and Facilities Inventory and Existing Conditions Assessment – The Consulting Team will provide an electronic form for the DPRC staff to use in completing acreage and facility inventory of park property and facility/amenity inventory. A park and facility tour will be performed with the DPRC staff, Operations and Maintenance staff, and Programming staff to confirm and modify any additional information to the inventory form, as well as perform a Supply Analysis to identify existing and potential parks and recreation resources, and facilities provided across the community. During this tour, general observation of park and recreation facilities will include:

- Photographs along with text to illustrate key environmental features in the County
- General state and condition
- Lifecycle assessment of age and condition
- Compatibility with neighborhoods and usage trends
- Compatibility of amenities offered through the County
- Aesthetics/Design
- Safety/security
- Public Access
- Connectivity to the surrounding neighborhoods through non-motorized travel
- Program capacity and compatibility with users
- Partnership opportunities
- Revenue generation opportunities
- Inventory existing miles of trails locations and destinations

The findings from this review will be documented in a prepared data collection form. Analysis will be performed from this review, and incorporated into an *Assessment Summary Report*. SEWRPC will incorporate into GIS mapping format for the Department

B. Capital Improvement Plan – Another element of the Master Plan is the preparation of a 10-year Capital Improvement Plan (CIP). The CIP will provide the recommendations of the Master Plan, and will identify the capital projects proposed for implementation over the first 5 years of the CIP, and the second 5 years of the CIP.

Cost estimates will be prepared for each CIP project, and 5 year, 10 year, and annual funding requirement estimates will be prepared. The annual total funding requirement estimates will be compared to current and recent DPRC budget allocations for capital projects. The CIP will attempt to eliminate deferred maintenance, while keeping estimated annual funding requirements within current and recent DPRC budget allocations for capital projects. To the extent possible, projects identified as desirable additions or expansions from the Level of Service Analysis, review of national best practices, and public survey and outreach will be also considered for inclusion in the CIP. Also, based on the survey of best national practices, potential options for alternative funding will be explored and potentially recommended, including naming rights, sponsorships, and partnerships. Divestment of assets may also be considered. For any new, improved, or expanded facilities, the associated marginal annual maintenance and operation costs of such facilities will be identified. PROS will introduce the **Capital Improvement Cost Benefit Formula** for the Department to use to prioritize capital improvements as part of the process. PROS will develop equipment standards for the DPRC for fleet, and heavy equipment.

The outcome is to determine the true costs to update the systems capital asset needs through an evaluation and priority process, as well as the maintenance costs to maintain assets in a well-managed position for the future.

- C. Natural Resource Management Plan** – Actions and costs attendant to the maintenance of the natural resources within the County Parks System will be identified. The scope will include determining costs from other local government agencies, not-for-profits and vendors that conduct specified natural resource management activities. PROS will evaluate their methodology for assessment of costs including interviews with resource management staff to define resource management activities and goals including establishing unit costs to verify a standard in best practices. The categories to be reviewed include, resource (plant, animal), landscape inventory and planning costs, non-native invasive species control, deer management based on a standard of 15 deer per square mile or cost per deer and land management cost for mowing, tree clearing, burning, chemical applications bluff stabilization, fish passage improvements, dredging, lagoon conversions to wetlands and water management, costs based on survey methods and necessary equipment, cost per acre of restoration. For the Forked Aster Hiking Trail system (installation and maintenance) of costs per linear foot or other appropriate unit, costs for structures and sustainability. For Green infrastructure (rain gardens, bios wale, pollinator gardens), including appropriate warranty monitoring and maintenance.
- D. Park Classifications and Level of Service Standards** – The Consulting Team will work with the DPRC to review and confirm, modify or add to existing park classifications, and preferred facility standards for all park sites, trails, open space amenities including common areas and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services. Facility standards include level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required. These are based on regional, statewide or nationally accepted parks and recreation standards, as well as the Consulting Team’s national experience and comparison with peer/survey agencies. These standards will be adapted based on the needs and expectations of the DPRC. A level of service (LOS) analysis will be prepared for each, and the composite, of approximately 30 types of key park and recreation facilities in Milwaukee County. This mapping analysis will identify those areas of Milwaukee County which are within a desirable level of accessibility for each facility type, and for the composite of all approximately 30 facilities (including facilities provided by both Milwaukee County and County municipalities). The analysis will also distinguish between accessibility to facilities in good-to-excellent condition and those in fair-to-poor condition. Population density maps for the year 2010 will be compared to the composite and individual LOS maps, to identify specific areas which both lack the desired park and recreation facilities and warrant consideration of development based on existing population density.
- E. Equity Mapping and Service Area Analysis** – The Consulting Team will work with the County to determine appropriate GIS mapping. The Consulting Team can utilize GIS to perform a geographical mapping to identify service area analysis for specific facilities and programs. This includes mapping by classification and major amenities by facility standards as applied to population density and geographic areas. A service area is defined as a circular area around a park or amenity whose radius encompasses the population associated with the appropriate facility standard for each park classification and amenity. Using the facility standards and service areas provided by Consulting Team for each park and major facility type (amenity), a series of maps by each park classification and major amenities will be prepared.
- This mapping identifies gaps and overlaps in service area. It is assumed that the County will provide base GIS information including inventory and general location of park sites and amenities. The Consulting Team will provide maps in digital format (ARCGIS and Adobe Acrobat PDF format) and hard copy.
- F. Prioritized Facility and Program Priority Rankings** – The Consulting Team will synthesize the findings from the community input, survey results, standards, demographics and trends analysis, park and facility assessment, recreation services assessment and the service area mapping into a quantified facility and

program priority ranking. This priority listing will be compared against gaps or surplus in recreation services, parks, facilities and amenities. This will list and prioritize facility, infrastructure, amenities, and program needs for the parks and recreation system and **provide guidance** for the Capital Improvement Plan. The analysis will include probable future parks, recreation facilities, open spaces and trail needs based on community input, as well as state and national user figures and trends. Also, a set of prioritized recommendations for maintenance and renovation of parks, trails and recreation facilities will be developed. The Team will conduct a work session with staff to review the findings and make revisions as necessary.

Task 6 - Comprehensive Master Plan Development

The Master Plan will be framed and prepared through a series of workshops with the DPRC staff. The overall vision and mission statements will be affirmed or modified, and direction for the DPRC will be established along with individual action strategies that were identified from all the research work completed. Key recommendations and tactics that support each action strategy to its fullest outcome will be outlined in a strategy matrix with priorities, timelines, measurement, and teams within the DPRC or external partners to focus on. Specific tasks include:

- A. Finalize Strategy Matrix/Action Plan** – Upon consensus of all technical work, the remaining action plan will be completed with supporting strategies, actions, responsibilities, and priorities/timelines and cost estimates. These strategies will be classified as short-term, mid-term or long-term strategies and priorities. This will be reviewed with senior DPRC staff in a half-day workshop. The Consulting Team will propose a prioritization schedule and methodology used on successful plans across the United States from their work. The implementation plan will incorporate recommendations for organizational changes, level of service standards and citizen input.
- B. Draft Report Preparation and Briefings**– The Consulting Team will prepare a draft Master Plan with strategies taking into account all analysis performed and consider the fiscal and operational impacts to the DPRC. The recommendations and prioritization of needs will be reviewed and discussed with the County Executive, the County Board of Supervisors and the DPRC staff on schedules to finalize proposals, projects and timelines.
- C. Final Master Plan Presentations, Preparation, and Production** – Upon comment by the DPRC staff, the County Executive, the Board of County Supervisors, and the community, the Consulting Team will revise the Draft Master Plan to reflect all input received. Once the draft Master Plan is approved by the DPRC, the Consulting Team will prepare a final summary report and present to the County Executive and the County Board of Supervisors for final approval and adoption. The final plan will be prepared with a Summary Report that is professionally laid out delivered along with associated appendices (technical reports). Ten (10) bound copies, one electronic copy of the Final Plan will be delivered. PROS will also develop a four page leave behind color document that outlines the key strategies for the Department to print and use for the next five years.



COMMUNITY BUSINESS DEVELOPMENT PARTNERS

MILWAUKEE COUNTY

Participation Recommendation

To be completed by project owner. Please, direct questions regarding this form to CDBP, 414-278-4851 or

cbdpcpliance@milwaukeecountywi.gov

FUNDING SOURCE

___ Local ___ State ___ Federal ___ Grant If Federally Funded, what percentage? ___ %
 Federal Source of Funds: ___ FAA ___ FTA ___ DOT (includes WisDOT) ___ Other: N/A

CONTACT INFORMATION

Contract Administrator: Megan Haeger Phone: (414) 257-8017 Date: November 5, 2015
 Email Address: Megan.Haeger@milwaukeecountywi.gov Fund: N/A Agency: Parks Org No. N/A

PROJECT INFORMATION

Project Name: Development Agreement for Master Plan and Needs Assessment for Parks Project No.: N/AContract Scope/Project Description (**attach scope/description of work or estimating sheet**):

This MOU provides services to DPRC to complete its Parks and Open Space Plan and conduct a Milwaukee County Parks and Recreation Needs Assessment (Parks System Master Plan). P3 Development Group (The DBE on the project) will be responsible for stakeholder, focus groups and public forums as part of the work to be completed and community outreach.

Contracting Opportunities (List NAICS codes): 541611RFP/BID will be used (Yes/No) NO Advertising Date: N/A Bid/Proposal Due Date: N/A

TYPE OF PROJECT

Professional ServicesEstimated AmountRecommended Participation\$ 200,000.0012 %Construction RelatedEstimated AmountEstimated AllowanceRecommended Participation\$ N/A

\$ _____

_____ %

\$ _____

\$ _____

_____ %

APPROVALS

Is county board approval required? Yes Resolution #: 15-97 (**attach resolution**)

WAIVER REQUEST

Request for a goal of 0% requires signature of department head, a full scope of project and explanation.Explanation: **Please see project scope documents.**

John Dargle, Jr.
 Department/Division Administrator Name

DocuSigned by:

B44814D7B4E442A...

Signature

11/16/2015, 2015

Date

CDBP USE ONLY

Concur with Recommendation X, or provide the following goals: 12 %This contract is exempt from a participation goal: ___ Yes X No

DocuSigned by:

Rick Norris
 Approved:

AD4C84D4023E450...

Date: 11/5/2015

*	NAICS CODE	DESCRIPTION
	212319	Other Crushed & Broken Stone Mining & Quarrying
	212321	Construction Sand & Gravel Mining
	212322	Industrial Sand Mining
	236117	New Housing Operative Builders
	236118	Residential Remodelers
	236210	Industrial Building Construction
	236220	Commercial & Institutional Building Construction
	237110	Water & Sewer Line & Related Structures Construction
	237120	Oil & Gas Pipeline & Related Structures Construction
	237130	Power & Communication Line & Related Structures Construction
	237310	Highway, Street & Bridge Construction
	237990	Other Heavy & Civil Engineering Construction
	238110	Poured Concrete Foundation & Structure Contractors
	238120	Structural Steel and Precast Concrete Contractors
	238130	Framing Contractors
	238140	Masonry Contractors
	238150	Glass and Glazing Contractors
	238160	Roofing Contractors
	238170	Siding Contractors
	238190	Other Foundation, Structure & Building Exterior Contractors
	238210	Electrical Contractors & Other Wiring Installation Contractors
	238220	Plumbing, Heating & Air-Conditioning Contractors
	238290	Other Building Equipment Contractors
	238310	Drywall & Insulation Contractors
	238320	Painting and Wall Covering Contractors
	238330	Flooring Contractors
	238340	Tile & Terrazzo Contractors
	238350	Finish Carpentry Contractors
	238390	Other Building Finishing Contractors
	238910	Site Preparation Contractors
	238990	All Other Specialty Trade Contractors
	323114	Quick Printing
	323116	Manifold Business Forms Printing
	323117	Books Printing
	323119	Other Commercial Printing
	325998	All Other Miscellaneous Chemical Product & Preparation Manufacturing
	327215	Glass Product Manufacturing Made of Purchased Glass
	327320	Ready-Mix Concrete Manufacturing
	331210	Iron & Steel Pipe & Tube Manufacturing from Purchased Steel
	332116	Metal Stamping
	332311	Prefabricated Metal Building & Component Manufacturing
	332312	Fabricated Structural Metal Manufacturing
	332321	Metal Window & Door Manufacturing
	332322	Sheet Metal Work Manufacturing
	332323	Ornamental & Architectural Metal Work Manufacturing
	332510	Hardware Manufacturing
	423210	Furniture Merchant Wholesalers
	423310	Lumber, Plywood, Millwork & Wood Panel Merchant Wholesalers
	423320	Brick, Stone & Related Construction Material Merchant Wholesalers
	423330	Roofing, Siding & Insulation Material Merchant Wholesalers
	423390	Other Construction Material Merchant Wholesalers
	423510	Metal Service Centers & Other Metal Merchant Wholesalers
	423610	Electrical Apparatus & Equipment, Wiring Supplies & Related Equipment Merchant Wholesalers
	423690	Other Electronic Parts & Equipment Merchant Wholesalers
	423710	Hardware Merchant Wholesalers
	423720	Plumbing & Heating Equipment & Supplies (Hydronics) Merchant Wholesalers
	423730	Warm Air Heating & Air-Conditioning Equipment & Supplies Merchant Wholesalers

423740	Refrigeration Equipment & Supplies Merchant Wholesalers
423840	Industrial Supplies Merchant Wholesalers
443120	Computer & Software Stores
445299	All Other Specialty Food Stores
453110	Florists
453210	Office Supplies and Stationery Stores
453998	All Other Miscellaneous Store Retailers (except Tobacco Stores)
454210	Vending Machine Operators
454390	All Other Direct Selling Establishments
485991	Special Needs Transportation
485999	All Other Transit & Ground Passenger Transportation
488410	Motor Vehicle Towing
492110	Couriers & Express Delivery Services
492210	Local Messengers & Local Delivery
493110	General Warehousing & Storage
517110	Wired Telecommunications Carriers (except Satellite)
523120	Security Brokers and Dealers
523930	Investment Advice
524210	Insurance Agents, Brokers and Service
524291	Claims Adjusting
524292	Third Party Administration of Insurance
532490	Equipment Rental and Leasing, NEC
541110	Office Administrative Services
541211	Accounting, Auditing and Bookkeeping
541213	Tax Return Preparation Services
541219	Accounting Services/Other
541310	Architectural Services
541320	Landscape Architectural Services
541330	Engineering Services
541340	Drafting Services
541360	Geophysical Surveying & Mapping Services
541370	Surveying & Mapping (Except Geophysical) Services
541380	Testing Laboratories
541410	Interior Designs Services
541420	Industrial Design Services
541430	Commercial Art and Graphic Design / Graphic Design Services
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541611	Management Consulting Services
541613	Marketing Consulting Services
541618	Other Management Consulting Services
541620	Environmental Services
541730	Landscape Services (lawn care, sod laying, seeding, installations, etc.)
541810	Advertising Agencies
541820	Public Relations Services
541860	Direct Mail Advertising Services
541910	Educational Research Commercial
541922	Photographic Services
541930	Translation and Interpretation Services
561110	Legal Services
561210	Facilities Support Services
561320	Temporary Help Services
561410	Computer Process/Data Preparation and Processing
561439	Photocopying and Duplicating Services
561440	Collection Services
561510	Travel Agencies

[illegible]

Note: For a comprehensive listing of NAICS codes please go to the address,
<http://www.census.gov/eos/www/naics/index.html>

CONTRACT FORM 1684 R5 (Refer to ADMINISTRATIVE MANUAL Section 1.13, for procedures)

Mail to:		CONTRACT TYPE	
Preliminary: Office of the Comptroller, Contract Signatures, Room 301 Courthouse		Professional Service - Operating	
Final: Office of the Comptroller, Accounts Payable, Room 301 Courthouse		Professional Service - Capital	
Community Business Development Partners, 8th Floor City Campus		Purchase of Service	
		Preliminary	Final
DEPARTMENT NAME		AGENCY NO.	DEPARTMENT (HIGH) ORG
Parks, Recreation and Culture		900	9000

VENDOR INFORMATION

VENDOR NO.	ORDER TYPE	NEW or	AMEND	CONTRACT NO.	
23947		X			
NAME OF VENDOR			ADDRESS		
Southeastern Wisconsin Regional Planning Commission			W239N1812 Rockwood Drive		
SWRPC			PO Box 1607		
TAX I.D. NO.	EFFECTIVE DATES:		LENGTH OF CONTRACT	AMENDMENT ONLY: DOLLAR	TOTAL CONTRACT
	begin date	end date	(IN MONTHS)	CHANGE	AMOUNT
39-6031435	11/01/15	12/31/16	12		\$ 200,000.00

ACCOUNTING INFORMATION

Year to be Expended	Line No	Fund	Agency	Org Unit	Activity	Function	Object	Job Number	Report Cat	Units	Amount to be Expended/ Amendment
2016	01	0001	900	9120	KENS	VM05	6148		RADM		\$ 200,000.00

PURPOSE OF CONTRACT

Parks and Open Space Plan and conducting a Milwaukee County Parks and Recreation Needs Assessment (also known as the Parks System Master Plan).

Was County Board approval received prior to contract execution or contract amendment or extension?


<input checked="" type="checkbox"/>	If YES, give County Board File No. <u>15-97</u> Date Approved <u>02/12/15</u>
<input type="checkbox"/>	If NO, why is County Board approval not required? _____

Was Contract fully executed prior to work being performed (all signatures received)?

☒ YES ☐ NO

Is Vendor a certified professional service DBE?

☐ YES ☒ NO

Megan Haeger	10/07/15
Prepared By	Date
	10/9/15
Signature of County Administrator	Date

Contract and Project Manager

Title

Finance Manager

Title



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/7/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Johnson Insurance Milwaukee 555 Main Street Ste 291 Racine, WI 53403	CONTACT NAME: PHONE (A/C, No, Ext): (800) 509-4547		FAX (A/C, No): (877) 254-8586
	E-MAIL ADDRESS: info@johnsonins.com		
INSURED SE WI Regional Planning Commission PO Box 1607 Waukesha, WI 53187	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : West Bend Mutual Ins Co		15350
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	0428120	07/28/2015	07/28/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 EMPLOYEE BENEFIT \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X		0428120	07/28/2015	07/28/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			0428120	07/28/2015	07/28/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	0443089	07/28/2015	07/28/2016	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Milwaukee County Department of Parks, Recreation and Culture is additional insured as respects General Liability and Automobile.

A General Liability & Workers Compensation Waiver of Subrogation is added in favor of the additional insured.

CERTIFICATE HOLDER

CANCELLATION

Milwaukee County Department of Parks, Recreation and Culture 9480 Watertown Plank Rd Wauwatosa, WI 53226	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/6/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sycamore Insurance Associates LLC 999 Ohio Street Terre Haute IN 47807		CONTACT NAME: Robin Straw PHONE (A/C No. Ext): (812) 242-1414 E-MAIL ADDRESS: rstraw@sycamoreins.com FAX (A/C No.): (812) 242-2042	
INSURED PROS Consulting, Inc. 201 S Capitol Avenue Suite 505 Indianapolis IN 46225		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Casualty Insurance Co. NAIC # 29424 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL153300847

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	36SBAAQ6552	3/1/2015	3/1/2016	MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 4,000,000
						PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	<input checked="" type="checkbox"/>	36SBAAQ6552	3/1/2015	3/1/2016	PROPERTY DAMAGE (Per accident) \$
						\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR					EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 2,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		36SBAAQ6552	3/1/2015	3/1/2016	\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	36WECBX7B40	4/2/2015	4/2/2016	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		36PG0288700	3/1/2015	3/1/2016	Aggregate Limit 1,000,000 Retention 7,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Milwaukee County Department of
Parks, Recreation & Culture
9480 Watertown Plank Road
Wauwatosa, WI 53226

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Don Scott/ROBINS

Certificate Of Completion

Envelope Number: B5E34A158BC441DB896AF1F5B2194899

Status: Completed

Subject: Please DocuSign these documents: Milwaukee County Master Plan and Needs Assessment

Source Envelope:

Document Pages: 27

Signatures: 11

Envelope Originator:

Certificate Pages: 6

Initials: 0

Megan Haeger

AutoNav: Enabled

901 N 9th St

Envelopeld Stamping: Enabled

Ste 301

Milwaukee, WI 53233

megan.haeger@milwaukeecountywi.gov

IP Address: 204.194.251.5

Record Tracking

Status: Original

Holder: Megan Haeger

Location: DocuSign

11/5/2015 8:37:01 AM CT

megan.haeger@milwaukeecountywi.gov

Signer Events

Signature

Timestamp

Rick Norris

rick.norris@milwaukeecountywi.gov

CBDP Director

Milwaukee County

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered
ID:

DocuSigned by:

Rick Norris

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Amy Pechacek

amy.pechacek@milwaukeecountywi.gov

Director of Risk Management

Milwaukee County

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
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ID: 55fe780a-2930-46fa-8578-dc7e4fbad47c

DocuSigned by:

Amy Pechacek

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Sent: 11/5/2015 10:17:38 AM CT

Viewed: 11/6/2015 12:46:40 PM CT

Signed: 11/6/2015 12:47:08 PM CT

Using IP Address: 204.194.251.5

Mark A Grady

corp counsellsignature@milwcnty.com

Deputy Corporation Counsel

Milwaukee County

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered
ID:

DocuSigned by:

Mark A Grady

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Viewed: 11/6/2015 3:09:53 PM CT

Signed: 11/10/2015 9:44:24 AM CT

Using IP Address: 204.194.251.5

Scott B. Manske

comptrollerssignature@milwcnty.com

Comptroller

Milwaukee County

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered
ID:

DocuSigned by:

Scott B. Manske

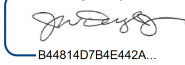
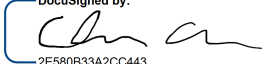
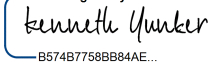
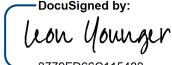
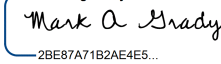
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Signed: 11/12/2015 8:26:26 AM CT

Using IP Address: 204.194.251.5

Signer Events	Signature	Timestamp
<p>John Dargle john.dargle@milwaukeecountywi.gov Department of Parks, Recreation and Culture - Director Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>	<p>DocuSigned by:  B44814D7B4E442A...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 11/12/2015 8:26:37 AM CT Viewed: 11/16/2015 3:17:13 PM CT Signed: 11/16/2015 3:18:27 PM CT</p>
<p>Chris Abele cabele@milwcnty.com County Executive Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>	<p>DocuSigned by:  2E580B33A2CC443...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 11/16/2015 3:18:31 PM CT Viewed: 11/16/2015 5:17:02 PM CT Signed: 11/16/2015 5:17:30 PM CT</p>
<p>Kenneth Yunker KYUNKER@SEWRPC.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 11/23/2015 10:30:41 AM CT ID: beded7c0-19f9-4a60-8b87-1eb9551d18b7</p>	<p>DocuSigned by:  B574B7758BB84AE...</p> <p>Using IP Address: 207.67.91.115</p>	<p>Sent: 11/16/2015 5:17:35 PM CT Viewed: 11/23/2015 10:30:41 AM CT Signed: 11/23/2015 10:31:24 AM CT</p>
<p>Leon Younger leon.younger@prosconsulting.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 11/23/2015 11:56:52 AM CT ID: 2c850044-4164-4dae-91e2-5a18afd0698c</p>	<p>DocuSigned by:  3779FD66C115483...</p> <p>Using IP Address: 173.226.53.166</p>	<p>Sent: 11/23/2015 10:31:28 AM CT Viewed: 11/23/2015 11:20:57 AM CT Signed: 11/23/2015 11:57:16 AM CT</p>
<p>Mark A Grady corpcounselsignature@milwcnty.com Deputy Corporation Counsel Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>	<p>DocuSigned by:  2BE87A71B2AE4E5...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 11/23/2015 11:57:20 AM CT Viewed: 11/27/2015 9:02:48 AM CT Signed: 11/27/2015 9:03:50 AM CT</p>
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Notary Events	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/23/2015 11:57:21 AM CT
Certified Delivered	Security Checked	11/27/2015 9:02:48 AM CT
Signing Complete	Security Checked	11/27/2015 9:03:50 AM CT
Completed	Security Checked	11/27/2015 9:03:50 AM CT

Electronic Record and Signature Disclosure
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CONSUMER DISCLOSURE

From time to time, Wisconsin Milwaukee County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Milwaukee County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: plee@milwcnty.com

To advise Wisconsin Milwaukee County of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at plee@milwcnty.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Wisconsin Milwaukee County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to plee@milwcnty.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Milwaukee County

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to plee@milwcnty.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none">• Allow per session cookies• Users accessing the internet behind a Proxy Server must enable HTTP

	1.1 settings via proxy connection
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** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Wisconsin Milwaukee County as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Milwaukee County during the course of my relationship with you.